

Diversity and Inclusion Officer

What will you do

As a Diversity and Inclusion Officer, you will support your Local Party to drive forward diversity and inclusion work. You will use your strong organisational skills; your knowledge of inclusion and equity, and your ability to build positive relationships to work with members across the party on initiatives to create a safe and open organisation and an inclusive culture.

Who will you work with?

In addition to your Local Party Exec you will have the knowledge network of around 90 diversity officers at the moment. There are 13 Regional Diversity Officers, and a Diversity and Inclusion Manager at HQ. You will also work with ALDC, other representative groups within the party and the campaigns team. You can also work with elected members and the Party's Vice President.

How will you do it?

How and what you do will depend on where your Local Party is with its maturity around Inclusion. There is no one size fits all. But we recognise that for most Local Parties their member demographic does not currently serve all communities.

Below are some recommended steps on how to start to change that. **For tier 3&4 seats, the recommendation is to pick one or two actions from this list.**

- Make a list of the groups in your community, including all the charities in your area
- Contact all of these groups and arrange to go to their events, inviting other local party members and Exec members, and meet their reps. Research the local area focusing on Diverse groups, and figure out what problems those groups face, both locally and nationally
- Invite these groups to attend your local party events, so that they can educate your members.
- Hold your executive accountable for your diversity commitment – including making sure you have diverse candidates, making sure executive and membership is diverse

- Ensuring your diversity statement commitment is up to date, time bound, and the commitment includes every role on your executive
- Make connections with local diverse groups and built bridges by offering support where needed
- Follow LibDems diversity calendar, containing important cultural events and dates.
- Make a social media message plan, to make sure you are putting the right messages out on the right days.
- Work closely with your local Social Media Officer to ensure your messages are inclusive
- Share details of diversity events with your Social Media Officer in your area on your social media pages.
- Participate in Diversity training provided by HQ, ensuring your local executive members take part in at least 1 of the following:
 1. Unconscious bias
 2. Leading diverse teams
 3. Equality Act Bitesize
 4. All of the Nine protected characteristic bitesize workshops
 5. Building genuine diverse party
- Ensuring diversity is at the forefront of your local party by including diversity into your executive meetings agenda. Diversity is not just your responsibilities, it is everyones.
- Encourage Diverse members to stand as a local or parliamentary candidate
- Communicate with regional Diversity Lead and SAOs

Supporting Materials

Link [here](#) to calendar

Link [here](#) to social media docs

Link [here](#) to D&I hub

Onboarding Doc [here](#)

To request access to our slack community please email diversity@libdems.org.uuk